

CITY OF SAN BRUNO



STAFF

Jennifer Brizel, Assistant City Manager/Chief
People Officer
Monica Walker, Human Resources Manager

PERSONNEL BOARD

Ed Fuentes, Chair
Joe Roberts, Vice Chair
Ed Comerford, Board Member

567 El Camino Real
San Bruno, CA 94066
Voice: (650) 616-7055
Fax: (650) 742-6515
<http://www.sanbruno.ca.gov/>

GOVERNOR'S EXECUTIVE ORDER N-25-20** CORONAVIRUS COVID-19 AND SAN MATEO COUNTY HEALTH DIRECTIVE FROM MARCH 14, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Personnel Board.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email mthurman@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Personnel Board and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Personnel Board and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Melissa Thurman, City Clerk at least 48 hours prior to the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. Notification in advance of the meeting will enable the Personnel Board to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

SPECIAL PERSONNEL BOARD MEETING

Agenda

December 1, 2020
5:30 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/82724974942?pwd=b2lTN3dnWmhEYWNYb1h2bmtUbFV0dz09>

Meeting ID: 827 2497 4942
Participant ID: Press #
Password: 600861

To Join By Zoom Phone: (669) 900-6833 (same Meeting ID and Password above)

1. ROLL CALL
2. CALL TO ORDER
3. REVIEW OF AGENDA
4. APPROVAL OF MINUTES
 - a. October 7, 2020
5. PUBLIC COMMENT

6. CONDUCT OF BUSINESS

- a. Review Information Technology Associate Job Description
- b. Introduce Diversity and Inclusion Plan
- c. Discuss Personnel Board Presentation to City Council
- d. Review Eligibility Lists

7. BOARD MEMBER COMMENTS

8. ADJOURNMENT

**POSTED PURSUANT TO LAW
November 30, 2020**